



COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS
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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

December 13, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

NURSE RECRUITMENT EMPLOYEE REFERRAL AWARD PROGRAM (3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve implementation of the Nurse Recruitment Employee Referral Award Pilot Program (Referral Program) at King/Drew Medical Center (KDMC) and the attached general guidelines which will provide eligible Department of Health Services' (DHS) employees with monetary awards for referring qualified applicants for employment to fill Registered Nurse positions at KDMC with the intent of rolling out this program to other County health facilities after an appropriate assessment period to determine the effectiveness of the referral program.
2. Instruct the Department of Human Resources, Chief Administrative Office, and DHS to modify the attached general guidelines as necessary for the implementation of the pilot program at KDMC.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

County Code Section 6.78.350 H.2 allows for a Nurse Recruitment Employee Referral Award Program upon approval of a program by the Board of Supervisors. The

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recommended action is necessary to help increase the number of Registered Nurses at KDMC. Although this pilot program will be initially implemented for KDMC, we plan to evaluate the pilot and, if it is determined to be an effective method of recruiting nurses, we will return to the Board with a recommendation to expand the program Countywide.

Implementation of Strategic Plan Goals

Approval of these recommendations will further the County Strategic Plan's Goal for Workforce Excellence by enhancing the quality and productivity of the County workforce.

FISCAL IMPACT/FINANCING

The established County Code allows the Referral Program to provide payments of \$1,000 for successful recruitment of a full-time Registered Nurse and \$500 for the recruitment of a part-time Registered Nurse. For the full-time Registered Nurses, awards are made in payments of \$250.00 after six (6) months and \$750.00 after twelve (12) months of continuous service. For the part-time Registered Nurses, awards are made in payments of \$175.00 after six (6) months and \$325.00 after 12 months of continuous service. The cost of this program will be absorbed in the Department of Health Services' departmental budget.

FACTS AND PROVISIONAL/LEGAL REQUIREMENTS

Approval of the implementation of the Nurse Recruitment Employee Referral Award Program will provide an incentive to DHS employees to participate in the recruitment of Registered Nurse positions for KDMC and will help alleviate the severe shortage of licensed Registered Nurses at KDMC.

IMPACT ON CURRENT SERVICES

This program would assist the County in its efforts to enhance recruitment of Registered Nurses. The establishment of the Referral Program could assist in the effort to help alleviate the severe shortage of licensed Registered Nurses at KDMC. Word of mouth among professional peers plays a key role in recruitment activities, and the Referral

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Program would provide an incentive to employees to act as recruiters among their colleagues and friends. Such a referral program also serves to recognize the efforts of workers in bringing in new employees to the County workforce.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael J. Henry", with a stylized flourish at the end.

MICHAEL J. HENRY
Director of Personnel

MJH:STS
PS:JL

Attachment

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors
Auditor-Controller
Department of Health Services

**DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES**

**SUBJECT: NURSE RECRUITMENT EMPLOYEE REFERRAL AWARD PROGRAM
(KING/DREW MEDICAL CENTER PILOT PROGRAM)**

POLICY NO. _____

PURPOSE: To provide guidelines that outline the implementation of Department of Health Services (DHS) Nurse Recruitment Employee Referral Award Program (NRERAP) as a pilot program for King/Drew Medical Center (KDMC).

POLICY: Eligible DHS employees (henceforth "Employee") may receive monetary awards for referring qualified applicants (henceforth "Referral") for employment to fill all Registered Nurse positions at (KDMC).

Eligible Employees must meet the following criteria:

- Work a minimum of 24 hours per week (i.e. A, D, N, V, W, X, Y, Z sub letter items).
- Work for DHS when the referral is submitted and upon distribution of the awards.
- Must have successfully passed his/her initial six (6) month probation period at time of referral.
- At the time of referral, the Employee is not a MAPP participant, working in Human Resources or Nurse Recruitment, or involved in the examination and/or selection process.

Eligible Referrals must meet the following criteria:

- Attach a completed Referral Card to each County Employment application submitted.
- Successfully complete the Civil Service Exam Process.
- Appointed to a position which requires licensure as a Registered Nurse as listed in the minimum requirements or selection requirements for the position at KDMC.
- Successfully pass a background clearance and education and licensure verifications.
- Work a minimum a 24 hours per week (i.e. A, D, N, V, W, X, Y, Z sub letter items).
- Successfully pass their initial (6) month probation period.

Award guidelines:

- Awards will be distributed to Employee in two installments:
 - First installment is allocated after Referral has been continuously employed with KDMC for 6 months from the hire date.
 - Second installment is allocated after Referral has been continuously employed with KDMC for 12 months from hire date.

EFFECTIVE DATE: _____

APPROVED: _____

**DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES**

**SUBJECT: NURSE RECRUITMENT EMPLOYEE REFERRAL AWARD PROGRAM
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POLICY NO. _____

- Amount of disbursement is as follows:

Employment Status of Referral	First Installment Award Amount (6 months)	Second Installment Award Amount (12 months)
Full-time	\$250.00	\$750.00
Part-time	\$175.00	\$325.00

- A change in the Referral's employment status from full-time (at least 40 hours per week) to part-time (at least 24 hours per week) will result in payment equal to the part-time award amount.
- A change in the Referral's employment status to fewer than 24 hours per week (i.e. P, Q, R, S, T, U sub letter items) will cancel scheduled award payment(s).
- All costs associated with the NRERAP will be based on availability of funds.

PROGRAM ADMINISTRATION GUIDELINES

- A Referral Card with the DHS Employee's name, Employee number (and/or phone number) must be attached to each Referral's Employment application(s) submitted in order for the DHS Employee to receive credit for Referral.
- There is no limit to the number of Referrals a DHS Employee can refer or the number/amount of awards he/she can receive.
- Description of the NRERAP will be included in the DHS-wide Employee Orientation and supervisor training programs as well as in specially designed marketing campaigns.
- The KDMC Nurse Recruitment Office is responsible for program administration, including appropriate financial allocations and controls, as well as determining Employee/Referral eligibility.
- This program may be modified or discontinued at any time. Referrals in process at the time of such modification or discontinuance will be honored.

EFFECTIVE DATE: _____

APPROVED: _____